

**SECRET**

*Sec. Mmt 4-1 25X1*  
*Scheduling*

Director of Logistics

21 November 1960

Chief, Records Management Staff

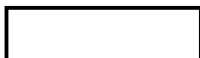
Revised Records Control Schedule

1. The revised portions of your Records Control Schedule which were forwarded for review have been approved. I am returning two copies for the Area Records Officers use. The original is retained in this office as the Agency record copy and one copy will be sent to the Records Center.
2. In reviewing your revised schedule, I note that none of your records are considered to have permanent value. Your previous schedule did carry such items. One of the principle reasons for preparing a schedule is to clearly identify records having permanent or temporary value. Records having permanent value are generally the type that document policies, procedures, decisions and the direction of an organization. For example, I believe the files described in item 7 of schedule A contain records of permanent value and should be so designated on the schedule. The same designation should be given other records that have continuing value.
3. The revision of these schedules indicates a sustained interest in maintaining an active records disposition program for the Office of Logistics. If this Staff can be of any assistance in the program, please call me.



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Distribution:

- Orig & 1 - addressee
- 1 - Records Center
- 1 - Rec. Disp. Branch (Mr. )

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